

By FAX
Speed Post

GOVERNMENT OF ODISHA
REVENUE & DISASTER MANAGEMENT DEPARTMENT

No. Regn- -31/2013- 7259 /R&DM, dated. 27-2-13

From

Dr. Taradatt,
Principal Secretary to Government.

To

All Collectors

Sub: *Suo-motto* initiation of Mutation Case on automatic transmission of Form No. 3 from DSR/SR through e-Registration System.

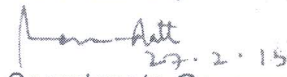
Sir,

Kindly refer to the letter No. 951/IGR dated 23.02.2013 of Inspector General of Registration Odisha, Cuttack. You are requested to scrupulously follow the guide lines issued by the IGR and take all necessary action on *suo-motto* mutations by Tahasildars after receipt of form No.-3 which has been uploaded and sent to Tahasildars by registering officers after e-registration. Failure to take up mutation after receipt of form No.-3 will be viewed as gross negligence and dereliction of duties attracting departmental action against the revenue officials under the relevant provisions of the CCA (OCS) Rules.

2. The number of forms uploaded and action taken by the Tahasildars on each month should be reviewed on the monthly Revenue Meeting under intimation to the Government.

3. The BSNL authority may also be requested to strengthen the link between Tahasil office and Registration Office.

Yours faithfully


27.2.13

Principal Secretary to Government

BY FAX

Memo No 7260

R&DM., Dated 27-2-13

Copy forwarded to the Inspector General of Registration, Odisha, Cuttack with reference to his letter Memo No 952/IGR dated 23.02.2013 for information and necessary action.


27.2.13

Principal Secretary to Government

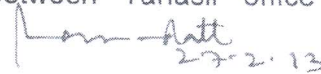
BY FAX

Memo No 7261

R&DM Dated 27-2-13

Copy forwarded to Chief General Manager, BSNL, Odisha, Bhubaneswar for information and necessary action.

He is requested to issue necessary instructions to all his district officials to take immediate action to strengthen the link between Tahasil office and Registration Office in the district.


27.2.13

Principal Secretary to Government

Speed Post

Memo No 7262 R&DM Dated 27-2-13

Copy forwarded to the all ADM-cum- District Registrars/All Sub- Collectors/ All District Sub-Registrars for information and necessary action.


27.2.13

Principal Secretary to Government

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**BOARD OF REVENUE, ODISHA, CUTTACK.
(Registration Wing)**

No. 951 / IGR dated 23.02.2013

From

Shri Biswar Kumar Nayak, IAS
Inspector General of Registration
Odisha, Cuttack.

To

All Collectors.

Sub:

Suomotu initiation of Mutation Case on automatic transmission of Form No.3 from DSR/SR through e-Registration system.

Sir,

In inviting a reference on the subject cited above, I am to say that one of the modes of instituting mutation case is to act upon the initiation received from the DSR/SR office in form No.3 by the Tahasildars. It has been experienced that Tahasildar do not initiate mutation case on the basis of these intimations on various grounds.

The success of revenue administration depends on the updation of land records which should be done always on mission mode. In order to achieve their objectives, the Tahasildars need not wait for the filing of application by the concerned parties. He is to act promptly on receipt of Form No.3 from the concerned Registration Office.

In order to ensure transmission of these forms to Tahasildar on line and in order to ensure cent percentage institutions of mutation case on the basis of on line transmission of Form No.3. The following procedures are outlined below for adoption by the Tahasildars.

Option-1

- (i) After completion of registration process, Sub-Registrar can scan and upload signed Form -3 in e-Registration application.
- (ii) The same will be automatically transmitted to concern Tahasildar on his NIC e-Mail id configured in the e-Registration Application.
- (iii) Tahasildar can download it from his e-Mail ID and initiate the mutation case thereafter.

Option-2

- (i) After completion of Registration, the Form -3 will be available on www.igrorissa.gov.in portal.
- (ii) User id and password to download Form-3 from IGR Portal has already been provided to Tahasildars with user guide.
- (iii) Date wise/village wise digital copy of Form -3 can be downloaded and mutation case can be initiated thereafter.

Therefore, you are requested to instruct all Tahasildars and field functionaries to utilize on line transmission of the Form No.3 and to start suomotu mutation case with immediate effect.

Further arrangements are being made to provide link between the Tahasildar and Sub-Registrars office through BSNL so that transmission of these forms will be easier. Till such time the above options may be adopted for initiation of suomotu mutation cases by the Tahasildars.

Yours faithfully,


I.G.R, Odisha

Memo No. 952 / IGR Dated 23.02.2013

Copy forwarded to the Addl. Secretary to Govt. Revenue & D.M Department for information and necessary action.


I.G.R, Odisha
23.2.13

Memo No. 953 / IGR Dated 23.02.2013

Copy forwarded to the Secretary, Board of Revenue, Odisha, Cuttack/ Director Consultation & Land Records and Surveys, Odisha, Cuttack for information and necessary action.

I.G.R., Odisha

Memo No. 954 / IGR Dated 23.02.2013

Copy forwarded to all District Registrar-cum-Additional District Magistrate for information and necessary action. They are requested to please advise all District Sub-Registrars and Sub-Registrars to upload the Form No.3 as discussed above.

I.G.R., Odisha